

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 28 January 2016 from 3.30pm (at the end of the Strategy Day)
In The Boardroom, Conference Centre, Yeovil Town Football Club**

Members (18): Sam Best; Lee Brooks [Staff]*; Ken Comber*; Jacquie Dean [Chair]*; Clare Doran [Student]*; Derek Esp*; John Evans [Principal]*; Dave Gladding; Derrick Goddard [Staff]*; Linda Jones; Hayley Kitto [Student]*; Debbie Matthewson*; Jagtar Ner*; Scott Roy*; Richard Smith*; Tim Sweeney*; Paul Taylor*; Peter Thomas [Vice Chair]*.

In attendance (4): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*; Katie Lawless [A-Level CAM] (*Item 2 only*)*

1. MEETING PRELIMINARIES

- a. **Welcomes:** Ken Comber and Hayley Kitto were welcomed to their first Board meeting.
- b. **Apologies** for absence were received from Member Sam Best. Apologies for leaving the meeting early were received from Members Derek Esp, Richard Smith and Tim Sweeney. Dave Gladding and Linda Jones' approved sabbatical was noted.
- c. **Declarations of Interest:** none declared.

Additional Agenda Item: The Corporation **APPROVED** the appointment of Clare Doran as HE Student Governor with immediate effect up to the 31 July 2017. Clare had been identified using the usual nomination process. Clare was welcomed to the meeting.

2. A-LEVEL UPDATE

The Corporation **noted** a presentation from Katie Lawless, the A-Level CAM. Particular points noted from the presentation have been recorded separately in a confidential set of minutes.

Katie would be invited to re-attend a Corporation meeting early in the new academic year (October 2016).

Katie was thanked and left the meeting at 4.05pm.

3. CHAIR'S REPORT

The Corporation **noted** the Chair's Report including key agenda items and outcomes from today's earlier strategy day.

All key discussions and recommendations made to the Board from today's strategic day – including the 3 Year Financial Plan, Area Review and LEP HPTA Growth Deal Bid have been recorded separately in a confidential set of minutes.

The Chair's Report included a short briefing on the 15 December

2015 Informal Finance Meeting which was attended by Members Jackie Dean, Peter Thomas, Tim Sweeney and Dave Gladding with the Principal and Vice Principal Finance & Resources also in attendance. Copies of the informal notes taken at this meeting were noted and would be circulated to the attendees of that meeting for informational purposes.

The Chair also updated the Corporation on the outcomes of the recent meeting with the SFA (No.2) that took place on the 06 January 2016. This meeting was very positive and supportive. The date of the next SFA meeting (No.3) would take place on the 05 February 2016.

Richard Smith left the meeting at 4.15pm

4. MINUTES OF THE CORPORATION MEETING HELD ON 10 DECEMBER 2015

The Corporation **APPROVED** the following minutes as correct records and **APPROVED** the public minutes for website publication:

- a. 10 December 2015 Public
- b. 10 December 2015 Confidential

The minutes were signed by the Chair.

5. MATTERS ARISING

The action and query sheet was reviewed, updated and **noted**. Actions were either complete, included elsewhere on today's agenda or appropriately being tracked and carried forward.

6. FINANCIAL UPDATE

The Corporation **noted** the following financial reports which were presented by the Principal and Vice Principal Finance and Resources:

- Operating Statement including the actions from the Recovery Plan
- December 2015 Management Accounts
- KPI's

The management accounts and KPIs had been rigorously reviewed and discussed in greater detail during the strategy event earlier today.

Confidential minutes were recorded separately.

7. PRINCIPAL'S REPORT

The Corporation **noted** the Principal's comprehensive report. On this occasion there was particular emphasis upon:

- Employer Ambassadors Programme which was very well attended (35 employers)
- Staff Association and Well-Being Group
- Multi Academy Trust

- Holyrood Academy, Chard
- University of Somerset
- KPIs and Operating Statement Update

Derek Esp left the meeting at 4.30pm.

8. LEP HPTA BID

In depth discussions took place at today's earlier strategy day and a proposal put forward to the Corporation as detailed in the Principal's paper. After consideration and having received a statement of reassurance on cash flow from the VP Finance and Resource, the Corporation **APPROVED** the formal request made by the Principal to progress with the HPTA Growth Deal Capital Project in order to develop a new Construction facility and an extension to the Hospitality and Catering training facilities.

The discussions and statement of reassurance that lead to this approval are recorded in a separate set of Confidential minutes.

9. RISK REGISTER

The Corporation **noted** the Risk Register for 2015-16 which was brought to this meeting for purpose of awareness. The Corporation were content that the College's Management Team were appropriately and effectively monitoring the risks and agreed that there was no requirement for this report to be considered by the full Board on a regular basis. The Audit Committee continue to review Risk Management at each of their meetings and report back to the Corporation retrospectively with any concerns.

10. TEACHING AND LEARNING REPORT

The Corporation **noted** the Lesson Observation Report Window 2 (2015/16), including grade profile, teaching and learning targets, use of ILT, key themes and re-observations. Once again the overall profile was very positive at 91% Good or Better with a learner rating average of 8.5. Members of the SMT along with Peter Thomas as Teaching and Learning Lead Governor will carry out a walk through process next week in order to verify these grades.

Window 3 window noted as w/c 25 January to 05 February 2016.

11. LEGAL, POLICY AND REGULATORY MATTERS

- a. The Corporation **noted** the updated Health & Safety Annual Report for 2014/15. Previously the Corporation's Audit Committee rejected a recommendation to the Board for approval as the report had failed to state what had happened in 2014-15 and the priorities for 2015-16. Particular points noted were:
 - Changes made to the structure of the H&S Committee to include the involvement of Directors of Curriculum (DOCs) and Curriculum Area Managers (CAMs).
 - Revival of the H&S Co-ordinators role in recognition of its importance at an operation level.
 - A self-assessment carried out across 46 separately managed areas showed an average score of 82%

compliant. The least compliant were 5 areas of 60% or lower and audits of these areas are underway by Yeovil District Hospital who have been contracted to undertake the audit process on the College's behalf.

- A register of outstanding actions will be used to monitor the controls in place.

For monitoring purposes, the Corporation requested that a brief update on H&S be considered at future Audit Committee and Corporation meetings.

Tim Sweeney left the meeting at 5pm.

- b.** The Corporation **noted** the verbal Safeguarding and E&D report presented by the Vice Principal Curriculum and Quality. Particular points noted were:
 - Michelle Dennett (Head of Learner Experience and Designated Safeguarding Lead) now qualified to deliver Level 2 Safeguarding Training. Member Sam Best attended a training session on 22 January 2016.
 - Governors to receive Special Education Needs and Disabilities (SEND) Training at their next meeting.
- c.** On this occasion, there were no Student Matters/Learner Voice matters to rise to the Board's attention.

12. **RISK MANAGEMENT AND INTERNAL CONTROLS**

The Corporation **APPROVED** the replacement Engagement Letter from RSM in respect of the Teachers' Pension Contributions. The Corporation had already approved an Engagement Letter from Baker Tilly at its 15 October 2015 meeting but a replacement had been sent as Baker Tilly now operates under the name RSM. The document was signed by the Chair of the Corporation.

13. **ANY OTHER BUSINESS**

Noted as none.

14. **FUTURE MEETINGS**

Special Meeting: The Corporation **noted** a Special Meeting to be held on **Thursday 11 February 2016 at 4.30pm** that had been called in order to address any items of business that had been deferred on a number of occasions.

The next Ordinary Meeting of the Corporation meeting to be held on **Thursday 24 March 2016 at 4.30pm** in Room G108, First Floor, Ashdown Building, Yeovil College.

Meeting closed at 5.40pm.

APPROVED 24 MARCH 2016

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